WOMEN'S

RESIDENCE HALL

HANDBOOK

Published by

Women's Residence Hall Board

State College

Fitchburg, Massachusetts

REVISED 1970

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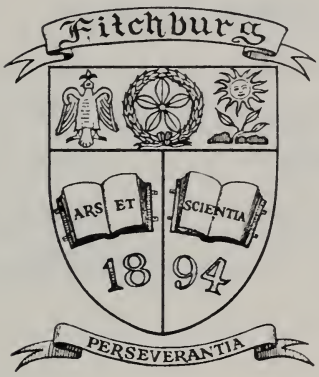

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Women's Residence Hall Board

State College

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REVISED 1970

MILLER - PALMER
RESIDENCE HALL GOVERNMENT
1970 - 1971

MILLER HALL

President ..... Jane Kelly Dickinson
Vice-President ..... Sandra Corcoran
Secretary ..... Joanne Krepelka
Treasurer ..... Mary Ellen O'Brien

PALMER HALL

President ..... Dale Balog
Vice-President ..... Leslie Joy
Secretary ..... Jean Matheson
Treasurer ..... Susan Peters

HIGH RISE
RESIDENCE HALL GOVERNMENT

1970 - 1971

President ..... Madelyn Argalli
Vice-President ..... Michele Beach
Secretary ..... Patricia Holland
Treasurer ..... Lee Kimball
Social Chairman ..... Cynthia Jank
Freshman Representative

JOINT RESIDENCE HALL
JUDICIAL BOARD

Council Officers

Dean of Women

SIGNING OUT

Upper-classmen: No Curfew

There will be no curfew for upper-classmen. However, each resident is expected to sign out for any absence beyond 9:00 P. M. and give room number, destination, companion, date and time of departure, and expected date and time of return. The resident will indicate on the sign-out slip if she will be staying out after closing hour. The residents have agreed that if they do not return by 9:00 A. M. of the following morning or call in (343-6417) to report whereabouts, a collect call will be made to the parents or guardian. If the resident cannot return by 9:00 A. M. her telephone call should indicate the circumstances causing the delay, her expected time of return, the address where she is, and the telephone number. Residents must sign out before 11:00 P. M. unless plans to do otherwise have been made previously with the Dean of Women, or under unusual circumstances, with permission of the sponsor and council member. This is necessary at present because of security; each residence

hall will have its own system of security to accomplish the above.

Freshmen: First Semester Curfew.

There will be a curfew for first semester freshmen:

Monday through Friday	11:00 P.M.
Friday and Saturday	2:00 A. M.

Sunday nights and nights before a holiday and when classes are not in session—12:00 midnight. (Exam days are considered class days.)

Freshmen must sign out in the same way as upper-classmen. If they cannot make curfew, call 343-6417. There will be no punishment for lates but continued disregard of regulations will result in a hearing before the council. All lates will be reported to the sponsor.

Second semester freshmen will have no curfew.

Freshmen will not be required to take a "late" for college functions:

1. Religious club meetings

2. Glee club
3. Dramatic club
4. Band
5. W. A. A. banquet
6. Sadie Hawkins Dance
7. Class sponsored mixers
8. Thanksgiving and Christmas banquets.
9. S. G. A. sponsored events
10. Special Education Club
11. French Club
12. Ski Club
13. Home sports games

Freshmen must return to the residence hall within fifteen minutes after the close of the function if it is after 11:00 P. M.

CLOSING HOURS

The residence hall doors will be locked at 11:00 P. M. on Monday through Thursday; 2:00 A. M. on Friday and Saturday, and 12:00 P. M. on Sunday. Each residence hall will set up its own security system for upper-classmen staying out after lock-up and freshmen taking "lates" first semester.

QUIET HOURS

Quiet must prevail from 11:00 P. M. until 10:00 A. M.

REGULATIONS

A. Male friends may be entertained in residence halls on the first floor lounges and basement floor Sunday through Thursday until 11:00 P. M., and on weekends until 12:00 P. M.

B. Male friends may be entertained in Palmer and Miller after 10:00 A. M. and in High Rise after 8:00 A. M.

C. Female visitors are allowed above the first floor as long as they sign the proper sheet or book to be found at the main desk and hostess accompanies them.

D. Residents must use the pay stations for making and receiving calls.

E. Any resident answering the phone assumes the responsibility for seeing that the person being called is either notified that she has a phone call, or receives a message concerning it. Have consideration for oth-

ers. Do not tie up the phones for any great length of time.

F. Unauthorized absence or extreme disorderly conduct will be reported to the Dean of Women.

G. Presence, possession or consumption of alcoholic beverages and unprescribed harmful drugs are prohibited.

H. All shades must be drawn when lights are on.

I. Residents are to be fully clothed on the first and basement floors of the residence hall. After closing hours housecoats may be worn on the first floor.

J. Property of the residence hall, such as record players, records, playing cards, magazines, property of the kitchen, encyclopedias, must not be removed from the room where they are placed.

K. All residents are required to pay a House Fund within the first week of each semester.

L. The appearance of public rooms is the responsibility of all residents living in the residence halls. Residents will be appointed in rotation to help with this responsibility.

Any infringement of the rules rates one or more warnings to be decided by the council. Upon receiving an accumulation of three warnings, a resident will be called before the council for a hearing. All warnings are cumulative for the semester.

Warnings

1. Unnecessary noise.
2. Failure to sign in or out.
3. Extreme untidiness of room or bathroom.
4. Failure to comply with the fire drill regulations.
5. Refusal to comply with requests of residence hall council member.
6. Bare feet. (health reasons)
7. Removal of screens.

ILLNESS

A. All cases of illness are to be reported

promptly to the Resident Nurse (High Rise, Floor 2). Students are at liberty to consult a physician of their own choice at any time, but the Nurse must be notified.

B. When a resident is ill, the sponsor at Palmer, the housemother at Miller and the Nurse at High Rise, may request a tray for her from the cafeteria. Trays must be requested before the hour of the meal.

C. The infirmary is available up to 48 hours if physician or nurse so recommend. Contagious diseases cannot be cared for in the residence hall or infirmary. When a resident returns to college after an illness she must be cleared by the nurse and the sponsor who will notify the Dean of Women.

D. If a resident is taken ill at home, she should telephone and report her illness to the sponsor. In case of illness of over a week, a doctor's certificate must be presented to the nurse for admission to the residence hall.

FIRE DRILLS

A. The siren is the fire signal. Fire drills will be held in the residence hall at least once a month.

B. The president and the sponsor shall have charge of all fire drills.

C. The council shall act as fire drill officers.

1. The president shall ring the siren and prevent confusion on the first floor.
2. The council shall check the rooms and take the roll call;
   a. shall be sure that all occupants have left rooms;
   b. shall report any room left contrary to rules.
   c. shall report any resident clothed contrary to rules.

D. Fire drill regulations:

1. Upon the sound of the siren, each resident shall:
   a. rise immediately
   b. put on coat and shoes
   c. close windows
   d. turn on lights

e. raise the shades

f. leave all doors ~~open~~ closed.

g. shall pass quietly and quickly from her room to her assigned stairs and first floor exit

h. before leaving the room, she must check her room-mate.

2. Absolute silence must prevail throughout the entire drill.

3. In case of actual fire, all residents must proceed out of doors and group in front of residence hall for roll-call.

4. Fire doors must be closed at all times.

CARE OF THE ROOMS

A. All decorations must be suspended from the picture molding. Use nylon tape instead of nails, tacks or pins to attach decorations to walls.

B. Residents shall be held responsible for any damage.

C. No electrical appliances are permitted in the rooms without prior approval of the sponsor.

D. No electrical wiring by students is permitted.

E. No cleaning fluids or other combustible liquids are to be kept anywhere in the residence hall.

F. No food is to be stored on the window sills or fire escapes.

G. Snacks must be kept in sealed containers.

H. Residents are expected to put out their lights, turn off radios, record players before leaving their rooms.

I. Radiators must be kept open all the way or closed all the way.

J. Furniture is to be left as found in the residence hall.

K. All rooms and bathrooms are to be kept clean and neat at all times. This includes, cleaning, picking up private belongings, emptying waste baskets, closing windows, shutting off faucets, and putting out lights.

L. All fire doors are to be kept clear and closed.

SMOKING

A. Smoking is allowed in the following places:

Lounges
Basements
High Rise telephone booths

Conference room (second floor)

It is prohibited on all other floors and in all student's rooms. (per order of the Fire Department)

CARE OF THE LAUNDRY

A. The laundry must be kept neat at all times.
   1. Clean up any soap and water that is spilled.
   2. Irons should be kept clean and unplugged after each use.
   3. Do not leave clothing in the machines.
   4. Lint bags must be emptied after each use of the dryer and agitators checked for nylons.
   5. Empty pockets, remove nurse's uniform buttons before washing.

ENTERTAINMENT

Each residence hall shall be responsible for its own social chairman and her duties.

RESIDENCE HALL GOVERNMENT

Each residence hall council is com-

posed of: President, Vice-president, Secretary, Treasurer, Resident Advisors and Floor Representatives.

Only freshmen will vote for their representatives.

The residence hall council and the social chairman are voted on by the entire residence hall.

The officers are nominated and elected before the second week of April each year.

DUTIES OF RESIDENCE HALL COUNCIL

A. Residence Hall President:
   1. Shall call and conduct all council meetings.
   2. Shall act as residence hall repreresentative on any necessary occsion.
   3. Shall conduct the house meetings.
   4. Shall bring all residence hall problems before the council for discussion.
   5. Shall check on the treasurer's report to see that it is complete at all times.

6. Shall hold and conduct a house meeting at the beginning of each year and go over all rules and regulations of the residence hall.
7. Shall conduct the spring election of the residence hall council.
8. Shall conduct the fall election for freshman council members.
9. Shall call a fire drill once a month and notify the boiler room and sponsor of the particular residence hall.
10. Shall act as advisor to the other officers.
11. Shall arrange with the Dean of Women for permissions (proms, dances, scheduled affairs) all special lates for freshmen, and post the time.

B. Vice-president
1. Shall assume all duties of the president in the absence of the president.

C. Treasurer
1. Shall pay all residence hall bills.
2. Shall keep accurate record of income and expenses.
3. Shall make a report at each house

meeting, if called upon to do so.

4. Shall collect House Fund.
5. Shall balance books and give them to the Dean of Women in May.

D. Secretary

1. Shall take attendance and keep the minutes for all meetings.
2. Shall keep an accurate record of all misdemeanors and shall in writing notify the sponsor and the Dean of Women.
3. Shall post all notices and lists on the bulletin boards.
4. Shall post a list of the girls who will be in charge of cleaning the public rooms.
5. Shall turn secretarial books in to the Dean of Women in May.

E. General duties of the council members and/or resident advisors.

1. Shall enforce rules and take care of rule infringements that are within the jurisdiction of the council.
2. Shall take one week of duty in rotation order.
3. Shall lock the front door at clos-

ing time, check the sign-out books and overnight book in Palmer and Miller.

4. Shall inspect the laundry and lounges at closing time.
5. Shall plan and carry out a consistent room inspection for safety, health and maintenance purposes.

GUESTS

Guests of residence hall students may be allowed overnight in the residence hall by making arrangements 24 hours in advance with the Dean of Women's office so that the housekeeping staff may be notified to have bedding ready. The resident must obtain written permission from a resident going home that her bed may be used. There will be a charge of $1.00 per night per person with linen furnished. This fee will be paid to the business office. At no time shall the number of residents plus the number of guests exceed the figure set by the Fire Marshall for capacity of a specific residence hall. Upon purchase of luncheon tickets at $.75 and tickets for the eve-

ning meal at $.90, guests may eat at the college dining hall.

In cases of emergency, special permission may be granted by the sponsor and council members. The hostess will follow the regular procedure the following day and pay the dollar fee.

ROOM ASSIGNMENTS

Upper classmen may choose rooms for following academic year upon payment of a $25 room deposit.

Freshmen are assigned rooms and notified of assignment during the summer.

Room changes may be made only with the consent of the Dean of Women. Prior to arrival, the college may change rooms whenever necessary.

Room rent covers time college is in session. During vacations rooms may be used for conferences and other groups. Advance notice will be given to residents.

Residence halls will be closed on holiday weekends and during college vacations.

Residents shall vacate rooms the evening of their last examination.

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